



Upward Bound Math and Science Summer Internship Student Evaluation Form

(To be completed by internship supervisor)

Student Name _____ Internship Site _____

Instructions: Please evaluate the intern's performance in the following categories using the scale provided. Please circle the appropriate rating and write any additional comments in the space provided.

1. Professional conduct:

- Intern arrives on time and works until expected departure time.
Outstanding *Good* *Unsatisfactory*
- Intern dresses neatly and appropriately.
Outstanding *Good* *Unsatisfactory*
- Intern only uses cell phone or other electronic devices during breaks.
Outstanding *Good* *Unsatisfactory*
- Intern is respectful of supervisor, co-workers, and customers/clients.
Outstanding *Good* *Unsatisfactory*

Comments:

2. Work Ethic:

- Intern maintains a positive attitude.
Outstanding *Good* *Unsatisfactory*
- Intern shows enthusiasm about career field and duties.
Outstanding *Good* *Unsatisfactory*
- Intern is productive at all times.
Outstanding *Good* *Unsatisfactory*
- Intern is willing to take initiative.
Outstanding *Good* *Unsatisfactory*

Comments:

<p><i>Developing</i></p> <p>Required position competency is <u>not yet fully applied</u> by the employee at the level defined by the manager as necessary to meet stated business needs. The employee <u>may be lacking in some elements</u> of the required position competency.</p>	<p><i>Applied</i></p> <p>Required position competency is <u>often demonstrated</u> by the employee <u>at</u> the level defined by the manager as necessary to meet stated business needs.</p>	<p><i>Broadly Demonstrated</i></p> <p>Required position competency is <u>consistently demonstrated</u> by the employee <u>at, and occasionally above</u>, the level defined by the manager as necessary to meet or exceed stated business needs.</p>
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3. 21st Century Workplace Skills:

- Digital-age literacy (ability to read, write, listen, speak, and compute numbers; technological literacy; information literacy; cultural literacy; and global awareness)

Developing

Applied

Broadly Demonstrated

- Inventive thinking (adaptability; managing complexity; self-direction; curiosity; creativity; higher-order thinking; and sound reasoning)

Developing

Applied

Broadly Demonstrated

- Effective communication (teamwork; collaboration; interpersonal skills; networking; personal responsibility; and social and civic responsibility)

Developing

Applied

Broadly Demonstrated

- High productivity (prioritizing; planning; problem-solving; effective use of tools and technology; and an ability to produce high-quality products with attention to detail)

Developing

Applied

Broadly Demonstrated

Comments:

4. Overall Comments:

Supervisor Name

Supervisor Signature

Date

Please fax to the Upward Bound Math and Science Program at (919) 718-7290 upon completion of the internship.

Thank you for your support of our program and students!